

## NOVEMBER AGENDA

1. Call to Order – **Monday, November 1, 2021**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of October 11th meeting.
4. Financial Report for October.
5. Circulation for October.
6. Staff
  - Job evaluations – Director holds with each staff member.
7. Library Closed Dates 2022: Jan. 1, May 30, July 4, Sept. 5, Nov. 24, Dec. 24, Dec. 25, Dec. 31.
8. Illinois State Library
  - 10-8-21 Secretary of State and State Librarian Jesse White awarded the FY2022 grant for \$24,873.00 in support of *Restoring the Librarian*. Director Smith wrote the grant for a whole building generator.
9. Emergency Connectivity Fund Program
  - 8-21 - Steve Futrell, ERATE consultant filed ECF FCC Form 471 for the 3 hotspots.
  - 10-11-21 – Steve Futrell, ERATE consultant filed ECF FCC Form 471 for the 3 laptops.
  - 10-9-21 – Director Smith purchased the 3 hotspots from US Cellular. We will pay the monthly invoice and Steve Futrell will file the invoice for reimbursement.
  - 10-14-21 – Ordered 3 Laptops from CCS Computers and filed the invoice for reimbursement.
  - 10-21-21 – Ordered 3 hotspot cases from Amazon and filed the invoice for reimbursement.
  - 10-21-21 – Ordered 3 Laptop cases from CCS Computers and filed the invoice for reimbursement.
10. Vervocity
  - Website build out continues

11. 2021 Gingerbread House Decorating Days:

To-Go Pick Up

- Wed. November 24 10am-4pm
- Fri. November 26 10am-4pm
- Sat. November 27 9am-1pm

In House

- Thur. December 2 1pm-7pm
- Fri. December 3 1pm-7pm
- Sat. December 4 8am-12pm

- We will begin to build the gingerbread houses the week of Nov. 10-12 and Nov. 15, 2021. If anyone can help that would be great.
- Submit a photo of decorated house. Will select top 5 houses to then be on display at the library for voting the top 2 winners in each of the 4 age categories. Prizes awarded.
- Flyers will be delivered to West Central Elementary School and the Middle School on Monday, November 1<sup>st</sup>.

12. Grab 'n Go Breakfast with Santa will be Saturday, Dec. 12<sup>th</sup> from 10am – noon.

- Flyers will need to be taken to West Central Elementary School.

13. Report from Director Smith of the Illinois Library Association Conference held virtually Oct. 12-14, 2021.

14. Report from Director Smith on the Association of Small and Rural Libraries Conference held virtually Oct 21-23, 2021.

15. Per Capita Grant Requirements – The Per Capita and Equalization grant application will be available online October 1, 2021 and will be due on January 15, 2022.

**FY2020 Requirements**

Annual Report - The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village, or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1, of each year [75 ILCS 16/30-65].

• Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

**Standards Chapter Review** — Library board and director to review "Serving Our Public 4.0: Standards for Illinois Public Libraries" all 13 chapters.

16. Goals

- Two dedicated study rooms
- Flooring in the main library in front of the circulation counter
- Strategic Plan
- Flooring in the children's section
- Additional Parking

17. Bookmobile

- 10-11-21 – Took bookmobile to Absolute Transportation to have right brake light repaired. Upon exiting the garage, the bookmobile hit the bottom panel of the garage door and broke the 5 lights across the top of the bookmobile and damaged the garage door.
- 10-12-21 – Southeast Iowa Garage Doors – came to give a quote to repair garage door.
- 10-19-21 – Called Bi-County Insurance to see if this garage door could be a claim. The library has a \$250 deductible and was turned into the adjustor.
- 10-19-21 – Last stop for Media. Will return in the summer.

18. Other –

- 10-8-21 – Called Bigger Electric as we do not have any outside lights working. Possible breaker needs replaced.
- 10-21-21 – Speakers Carey and Callie Thacker presented a program “You Can’t Pour an Empty Cup”

Next meeting is December 6, 2021, at 5:00 p.m.